

Club and Society Accreditation



Compulsory Requirements Support Pack

This pack includes all the information you need to complete the Compulsory Requirements of the SU Society Accreditation.



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Compulsory Requirements List

The compulsory requirements do not count towards progress on any of the Accreditation branches, but these things must be completed for you to be a legitimate society which can progress through Accreditation.

The compulsory requirements for all UWTSD SU Clubs and Societies are:

- Approval from SU Exec
- Constitution Submitted to the SU
- Committee List Submitted
- Behaviour Pledge agreed
- Risk Assessment
- Attend Club and Society Exec Training
- Hold an AGM and Exec elections each academic year and submit the minutes to the SU

This support pack includes all the resources you would need to progress onto the Accreditation scheme.

For any questions on any of these stages please contact your Student Opportunities Coordinator:

- Lampeter: laura-cait.driscoll@uwtsd.ac.uk
- Swansea: Andrew.g.jones@uwtsd.ac.uk
- Carmarthen: Laura.yates@uwtsd.ac.uk
- Satellite: Rebecca.crane@uwtsd.ac.uk



Approval from SU Exec

All societies must be approved by the SU Executive Committee before forming, so unless you are exploring these support resources in advance of forming your club, this will have already taken place.

SU Exec will approve a society application providing it meets specific criteria, so make sure you go through the application thoroughly, and don't hesitate to reach out to your Student Opportunities Coordinator if you need support with the application.

[Start a Club or Society @ UWTSd Students' Union \(uwtsdunion.co.uk\)](http://uwtsdunion.co.uk)

[New Club/Society Form \(office.com\)](http://office.com)

Constitution Submitted to the SU

Every club and society has a constitution. A constitution is a written document that discusses what your purpose is, who your executive committee positions are and why they exist; it also details how your society runs its democratic processes. We know constitutions can be complicated, especially if you are writing one for the first time. To help you with this, we have prepared a helpful example that talks through the sections you should include as well as examples, in addition to a template to make the formatting a lot easier.

You might still need some help with this, and that's okay. Contact your SOC!

Committee List Submitted

You must submit a list of your Exec committee to your Student Opportunities Coordinator. This ensures you are all invited to Exec training, as well as given all updates that will be relevant to running your club.

It is your responsibility to update this in the event an Exec member chooses to step down or if you hold an Emergency General Meeting to fill a vacant role.



Make sure to include the student's full name, student number and/or student email address. We can also use this information to help you update your club profile on the Union website for potential members to contact you.

Behaviour Pledge agreed

The behaviour pledge is a club and society specific list of expectations that as representatives of the Student's Union we expect you to observe. The full list of expectations for students can be seen in the Student Code of Conduct which we have linked for you here: <https://www.uwtsdunion.co.uk/bye-laws#Code%20of%20Conduct>

We will ask you to submit the completed behaviour pledge. The behaviour pledge is as follows:

We, [insert club or society name here] of the [insert campus here] Campus agrees to uphold the values of the Student's Union by pledging to take an active stand against racism, homophobia, biphobia, ableism, sexism and transphobia within our club or society and wider community.

We pledge to be as inclusive as possible, and we will work with every group member to ensure that they can take part in any activity, with adjustments made to create an accessible club or society.

We pledge to reduce the risk of harm wherever possible, by ensuring Drug and Drink awareness is observed and by taking a zero-tolerance approach to Initiations.

We aim to promote inclusion by exploring club officer roles to ensure these pledges are upheld and ensure we will contact the Student Opportunities team if we have any concerns on inclusion or if we need support to honour our agreements. We will attend all training provided by the Students' Union to ensure that we are able to carry out our role in standing against racism, homophobia, biphobia, ableism, sexism, and transphobia.



Zero Tolerance, and what does that mean?

You may be wondering what Zero Tolerance means, especially in the context of 'Initiations'... Too often in University clubs, members are asked to participate in activities that usually include excessive binge drinking to be 'accepted' into the club. In some cases, students have lost their lives. At UWTSD SU we do not wish any of our clubs or societies to become a part of this statistic, and student well-being is always our top priority. So, Zero Tolerance, in short, means that Initiations or any activity that can bring undue harm to any of your members are not allowed to take place.

That isn't to say your club or society can't participate in social activity. So, what is the difference between social activity and Initiations? It just means that respect for your members' boundaries is important. If they do not wish to drink, you don't make them feel obligated to. If they don't wish to participate in a particular activity, let them observe if they would rather. If a member has had a bit too much, make sure they get home safely. Create an environment where your members feel safe and empowered to say 'no'.

Club officer roles

The first thing to note is this is not an additional Executive Committee role. It can be a member or current Exec member who is passionate about ensuring Liberation and Wellbeing concerns are addressed, and that your club can honour your pledges made in the Behaviour Pledge.

How you do this is up to you; whether you wish to share this responsibility amongst your current Exec or encourage your members to take on the role, the aim is to make your club or society a welcoming, safe environment for you and your members.



Risk Assessment submitted to the SU

Health and Safety is not about managing paperwork, it's about preventing harm. That's why we expect you to be knowledgeable of the hazards associated with your activities, and that you have a clear plan for the controls you will put in place to minimize those risks.

Why do we risk assess?

- It's a legal requirement.
- In order to control risks and meet our insurance criteria
- To react to changing demands and circumstances
- To sustain a positive health and safety culture and importantly, to ensure your activity can continue to happen safely.

What is a risk assessment?

A Risk Assessment is a way of...

- Identifying hazards (what can go wrong)
- Identifying who may be harmed.
- Identifying controls (actions) required to prevent harm.
- Taking ownership of managing the risks associated with your activity.
- Allowing risks to be communicated to your members.

Core Risk Assessments

You must submit a core risk assessment at least annually, which will cover all core activities (any activity listed in your constitution). This must be submitted to your campus SOC/SEA:

- Lampeter: laura-cait.driscoll@uwtsd.ac.uk
- Swansea: Andrew.g.jones@uwtsd.ac.uk
- Carmarthen: Laura.yates@uwtsd.ac.uk
- Satellite: Rebecca.crane@uwtsd.ac.uk

Additional Risk Assessments

For each time you run a one-off activity/event not covered by your annual risk assessment (i.e. non-core activity) or those that require further detail (e.g. tours,



shows, large scale events, overnight stays etc.) you must complete an additional risk assessment.

For any activity where an overnight stay is required (in and out of the UK) you must submit an additional risk assessment – also filling in the itinerary and participants details.

This is the process you should go through when writing your risk assessment:

1. Consider your activity, e.g. painting up a ladder.
2. Identify hazards, e.g. working at height.
3. Identify potential consequences, e.g. falling off the ladder and breaking bones.
4. Identify control measures, e.g. ladder should be in good working order, held by another person at the base for stability.
5. Give a risk rating, e.g. High risk, medium probability.
6. Consider the action e.g. Call for an ambulance.

You should do this for every part of your core activity using the checklist provided on the risk assessment form. Please note that the hazard list has been updated this year, so you will need to review last year's submission to ensure all hazards have been considered.

On the next page, we have included a template for you; you can also access a downloadable copy here: **EMBED**. But make sure you attend the Club and Society Training session on Risk Assessments!

Risk Assessment

Date completed:

Club/Society Name:

Completed by:

Position:

Activity type	Identify hazards	Identify consequences	Unmanaged risk (low, medium, high?)	Likelihood of incident occurring (1 unlikely - 5 extremely likely)	Severity of Consequence (1 extremely minor - 5 extremely serious)	Identify risk control measures	Risk Rating after control measures	Identify action if incident occurs



Attend Club and Society Exec Training

It is expected of all committee members to attend training. This training provides you with the necessary information to run your clubs effectively, as well as give you the skills to run engaging, successful club activity.

Your Student Engagement Coordinators will share the dates for training sessions with your Exec, so make sure that your committee membership list is updated. While it is expected of you to attend training, we know that students often have other commitments and that sometimes 'life just happens'. In this event, you must inform your SOC as soon as possible that you can't attend, and where possible ensure there is at least one member of your Exec at each session. That said, it's encouraged that your entire Exec team attend for your club to get the most out of these sessions.

Training module list

While the dates of individual sessions will vary depending on attendee availability, we wanted to give you an idea about the kinds of topics you will cover across the different sessions. Through our modular approach, you receive short sessions on individual topics when they are at their most relevant. For example, we will deliver AGM training towards the end of the Academic year.

Hold an AGM and Exec elections each academic year and submit the minutes to the SU

It's important that each academic year, your members have the opportunity to vote on who leads your society next year. But AGMs and Exec elections can be confusing, especially if you haven't hosted one before. The best way to explain how to hold an AGM is to discuss the minutes.

So what are minutes?

Minutes, are the formal notes taken of the meeting; they cover who was there, what your Agenda was (the order of things you discuss) and the results of the elections. We have included an example below which shows you what you need to include; style/format may vary, but content should be fairly similar to this – if in doubt, please give more detail rather than less. We have included an example of how your minutes should look to give you some guidance here: **EMBED**



When you handover to your new exec, the current exec will be required to carry out a proper handover. We know there is a lot to cover in a handover, so we have included a template for you here: **EMBED**

Additional Information

We wanted to include some other key information that can help you host and participate in events and activities, while taking care of your members' well-being.

Incident Reporting

All cases of accidents, injuries or near miss cases should be reported to us no later than 24 hours after the incident.

- <https://www.uwtsdunion.co.uk/student-resources/incident-report-form>
- Anyone can use this form, and everyone involved in activities should be aware of this procedure.
- This is particularly important if anyone wants to make a claim under our personal accident insurance, as if we do not have a report, it makes it much more difficult.
- In the event of an incident on College or Union property, the Activity Leader must immediately contact a member of staff, who will be conversant with the relevant incident procedure and the availability of First Aiders.

After an incident, it is important that you review your risk assessment and consider what changes could be made to avoid a reoccurrence, then re-submit it to the Union.

In the event of a death or serious/life threatening injury, the following procedure should be adopted:

- The Activity Leader will contact the appropriate emergency service, and provide them with any personal details, including next of kin, if that information is available.
- In the event of a death, the Activity Leader will contact the police, who will inform the next of kin of the fatality. The Activity Leader will ensure that no member of the group informs the next of kin of the fatality. They will also contact the university porters with all details for them to pass on.



Safeguarding Members

Who are your members?

- Only people who have purchased membership through the Union website are members of your club or society – they are the only people who can take part in core activity. You must carry out regular membership checks on the website to ensure that everyone involved in your activities has purchased membership.

Online Safety

Being safe online is important, especially right now when many of your events will be held online.

- You need to be careful with posts that include photos, making sure they are acceptable, and you have got permission to share photos of people.
- No sharing links of meetings to random people; be safe with how you share Teams/Zoom links, anyone can access them if you put it on social media.
- No putting inappropriate videos online.

If you have any concerns about online safety for club events, contact your SOC as soon as possible, and they will be more than happy to help you.

GDPR

GDPR stands for General Data Protection Regulations. What does this mean for you?

- You are entirely responsible for complying with GDPR.
- You should only collect, hold and use personal data that you have good reason to have in the first place.
- You should only collect, hold, or use personal data that the people it is personal to know that you have and approve of you using.
- You should only use personal data for the explicit reasons that led to you being given it.
- You should only use data that you know to be accurate and up to date.
- You should only hold the data for the period that it is needed for the explicit purpose it was intended for.



- You must keep the data secure and delete or destroy it securely when its purpose is served.
- You must not release data to any third party – this includes allowing individuals to see each other's data on the website.

In the event of a data protection breach, you must immediately contact Jeremy Harvey, giving full details of what has happened.

Event Management

Events are one of the best things about being a part of a Society, whether they are planning and hosting or attending. We know that planning an event can be a mammoth task, so we have included some information on things for you to consider. The document below covers information on why we run events, what makes them successful, the Planning Cycle and key considerations. Also ways to promote your event, management at the event, both in person and online, and post-event reviews to see what went well and what we can improve on next time.

It also includes some information on Venues and how to ensure your event is inclusive of all students who may wish to attend.

Just because we have provided this information, doesn't mean you can't reach out to your SOC's for support in planning an event!

Trips

If your Club or Society wants to go on a trip, there are several things you must consider:

Additional Risk Assessments:

You must complete this form for every trip, remembering that it must be holistic - covering all associated risks. In practice this means you will need to transfer content from your Core Risk Assessment as well as adding any additional information.

Overnight Stay?

Let the Students Union know if you are planning an overnight stay and provide an itinerary of your activities including addresses, contact numbers and transport arrangements, including the start and end points of the trip.



Participant details

This must be an accurate record of everyone attending your trip, complete with all names and student numbers – if participants change after you submit the form you must send us an updated copy. It is especially important that your participant list is accurate.

First Aiders

You must have at least 2 trained first aiders in attendance for all trips. There should be 1 first aider for every 10 members attending.